

CHAPTER 4 - THE HIRING PROCESS

4.1 GENERAL

When a vacancy occurs, it is up to the supervisor to determine when the job is to be filled. It takes approximately one month to fill a position so it is essential to act as soon as it is known that there will be a vacancy in order to minimize the lapse in time between vacancy and filling. Do not wait until the incumbent has actually left. Obtain the letter of resignation as soon as possible.

The process for filling a position varies according to whether the position is covered or non-covered. In both cases a DEMA Request for Personnel Action, Form 303, must be completed and sent to the Administrative Services Office. The nominating officers establish any special criteria or special standards to include specific skills. The appointing officer verifies the availability of funds and authority to fill the vacancy.

4.2 COVERED VACANCIES

In the case of a covered position, the Administrative Services Officer may announce the vacancy as a promotional opportunity for current employees of the Department of Emergency and Military Affairs. Copies of the announcement will be forwarded to all section heads for posting. If there is not sufficient promotional qualified candidates, a broader scope hiring list will be requested.

Hiring lists for all covered positions are prepared for the agency by the ADOA Capitol Mall Personnel Office (CaMP) using the Resumix automated database system. The criteria used to match possible candidates for the vacancy are derived from the published qualification standards and any specific knowledge, skills, abilities identified as necessary to perform the duties of the position. It is the requirement of the Nominating or Selecting Officer to provide accurate requirements to ensure the best possible candidates can be identified.

At least three applicants on the Hiring List must be interviewed if available. Each hiring list has an expiration date (usually 30 days). The list will not be valid beyond that date unless it has been extended or re-issued in writing.

The Hiring List will specify the Nominating Officer. While the Nominating Officer may designate a Selecting Officer to interview and/or make an initial recommendation, the designated Nominating Officer is responsible for assuring the correct procedure. In either case, when the Nominating officer receives the hiring list, it is important that all instructions are complied with and that the hiring list be properly completed, otherwise, an illegal hire may occur.

The entry level salary for all covered positions will be the minimum entry level for the specific position class and grade unless the selected candidate is entitled to a higher pay rate due to their current permanent or reinstatement status within Arizona State service. If the Nominating Officer wishes to offer an entry level salary above the stated minimum, an ADOA Form 301 must be completed and forwarded to the Administrative Services Office. After the Administrative Services Office receives the properly completed request package, it usually will take 1-3 days to obtain an approval from ADOA if it is adequately justified. Contact the Administrative Services Officer and discuss this procedure before offering any increased starting salary to any candidate.

Any offer of employment to a candidate for a position that requires a license, security clearance, pre-placement physical (also see paragraph 4-5), or has any other condition that must be met before the candidate can fully start to perform the duties of the position must be made as a Conditional Offer of Employment. The Nominating Official should contact the Administrative Services Officer for any necessary guidance.

Once the position has been accepted, the Nominating Officer should notify the unsuccessful candidates in writing. The Nominating Officer returns the hiring list, copies of non-selection letters, supplemental materials received with the list, and applications to the Appointing Officer to verify the legality of the hire. The Appointing Officer may then issue a certificate of appointment.

Personnel working in the Phoenix Metropolitan area will be in-processed at the PPMR Administrative Services Office; those in Tucson or Camp Navajo will be in-processed at those locations. Arrangements will be made through the Administrative Services Office for in processing of employees at other outlying locations.

4.3 NON-COVERED VACANCIES

In the case of a non-covered vacancy, the Administrative Services Officer, with input from the work section head, will prepare any required job announcement, and publish and distribute it for maximum dissemination. Copies of the announcement will be provided to every unit in the National Guard (Army and Air) and throughout the Department.

The Administrative Services Officer will forward the applications or resumes of candidates to the Nominating Officer.

The Nominating Officer may designate a Selecting Officer to interview and/or make an initial recommendation.

The Nominating Officer prepares a Request for Personnel Action, DEMA form 303, and forwards it, together with any copies of non-selection letters, and supplemental materials received with the applications or resumes to the Appointing Officer to verify the legality of the hire. The Appointing Officer may then issue a certificate of appointment.

Any offer of employment to a candidate for a position that requires a license, security clearance, pre-placement physical (see paragraph 4-5), or has any other condition that must be met before the candidate can fully start to perform the duties of the position, must be made as a Conditional Offer of Employment. The Nominating Official should contact the Administrative Services Officer for any necessary guidance.

Once the position has been accepted, the Nominating Officer should notify the unsuccessful candidates in writing. The DEMA form 303 requesting to fill the vacancy, along with any copies of non-selection notification letters, is returned to the Appointing Officer for completion.

Personnel working in the Phoenix Metropolitan area will be in-processed at the PPMR Administrative Services Office; those in Tucson or Camp Navajo will be in-processed at those locations. Arrangements will be made through the Administrative Services Office for in processing of employees at other outlying locations.

4.3.1 Candidate Qualifications Guidelines

If competitive selection procedures are utilized, eligible applicants for non-covered positions will be made in accordance with the following guidelines:

1. Application/Resume must indicate possession of knowledge, skills and abilities identified as determined necessary required for the position. Application/Resume must also provide documentation or identify achievement of any identified qualifications, ratings or licenses listed on the announcement for the applicant to be identified as eligible.
2. Each year of National Guard membership in the specified area of the job requirements will equate to two months full-time experience for the purpose of qualification. National Guard service that is concurrent with civilian service of the same area will not be counted.
3. Full-time specialized (technical) training in the field may be substituted on an equivalent time basis for required experience unless otherwise specified on the announcement. If education is specified as a separate requirement, it may not be used as a substitute for experience.
4. Current National Guard membership must be verified by the Nominating Officer prior to appointment and certified in writing if required for the position.

REVIEW OF APPLICANT'S RECORDS

It is the policy of DEMA that the Nominating Officer or their representative contact the previous employer(s) and, if a state employee, review the employee Official Personnel File prior to an offer of appointment.

4.5 PRE-PLACEMENT PHYSICALS

Certain job classes and positions have been determined to require a physical screening prior to employment. In those cases, only a conditional offer of employment may be made and the employee may not begin work until the results of the physical have been returned and declared eligible for employment in the position. The hiring list or instructions that accompany the applications or resumes will outline these requirements when applicable.

4.5.1 Procedures

The hiring proceeds as normal up to the point where the Nominating Officer is prepared to make his/her recommendation. The Nominating Officer then:

Contacts the Administrative Services Officer and identifies the candidate, social security number and telephone number. Human resources personnel will arrange for any required physical exam to be scheduled.

2. Contacts the top candidate(s) and instructs him/her to contact the Pre-employment Physical Exam Program Office as soon as possible to schedule an exam. Indicate that the exam will be scheduled within three days.

When the results of the exam have been received (normally within 72 hours) the Nominating Officer will be notified and the employee may then be scheduled to begin work. If the candidate is not deemed eligible for employment, the procedure repeats with the second best candidate.

If a candidate is identified by the ADOA Occupational Health Unit as having a condition that would require an accommodation to perform the duties of the position, a determination will be made if the accommodation would be reasonable and available at the work site. This decision will be based on the information contained in the Essential Function Worksheet portion of the PDQ and made jointly by the Administrative Services Officer and the Nominating Official

START DATE

New employees should begin employment on the first on-duty day of the pay period. In establishing a start date, be sure to allow time for the pre-placement physical (3-5 days). Attempt to have the new employee in process on or before the first work day of the pay period. If this is not

possible, explain to the employee that he/she will not receive a paycheck on the next pay date, rather the subsequent one. Complete the form Off-Cycle New Hire, retain the original with the action and forward a copy to DEMA/JP-P. These are to be retained for 90 days.

Both Federal and State statutes require completion of various forms that must be completed and/or elections made on or before the first work day. Any Nominating Officer that allows a new employee to start work before necessary in-processing items are completed is in violation of the law and places the Agency at risk of a fine. No Nominating Officer may start a new employee before they are properly in-processed.

4.7 RECORD KEEPING

All materials sent to the Nominating Officer with the hiring list must be returned to the Administrative Services Office for permanent disposition. These records are to be objective in nature and must relate to job performance. In addition, the following items will be filed with completed hiring list:

- 1 A copy of letters to non-selected candidates
2. Special instructions

Interview notes or records of a selection board are the responsibility of the Nominating Officer. The Nominating Officer will maintain such records for two years after the selection.